

ABBEVILLE LEAVES OF ABSENCE AND HOLIDAYS

SECTION 1: LEAVES OF ABSENCE --- POLICE AND FIRE

A. LEAVES OF ABSENCE ARE CLASSIFIED AS FOLLOWS:

1. Leave of absence with pay
2. Leave of absence without pay
3. Absence without leave and pay

B. SICK LEAVE

Each employee of the classified service shall be entitled to and given, with full pay, sick leave aggregating not less than fifty-two (52) weeks during any calendar year for any sickness or injury or incapacity not brought about by his own negligence or culpable indiscretion. Any employee of the classified service who draws such full pay during sick leave shall have such pay decreased by the amount of workmen's compensation benefits actually received by such employee. Classification of leave of absence for forementioned will be "leave of absence with pay."

Sick leave shall not be used for absence incurred because of attendance to personal affairs. Any employee on sick leave is required to diligently pursue full recovery and any activity which is contrary to this endeavor may be the basis for disciplinary action which could include termination.

When an employee of the classified service is ill and cannot report for duty, it is his responsibility to notify his supervisor or the person designated by the chief of the department not later than two (2) hours before he is scheduled to report for duty. Failure to call, as indicated above, will result in forfeit of pay, as it is classified as "absence without leave and pay."

Should any illness last longer than three (3) days, the employee is required to submit a doctor's certificate indicating the illness or condition which justified his absence, as well as the probable duration of the illness. For failure to produce a doctor's certificate for any illness over three days, the employee will be classified as "absence without leave and pay."

Should any employee of the classified service consistently absent himself before or after his scheduled days off or at any time, he will be

required to submit a doctor's certificate should the absence be for only one (1) day.

All medical or doctor's certificates received by the chief of the department or by the person designated by him shall be turned over to this board, and will be placed in the employee's personnel records.

At the end of a consecutive 52 week sick leave period taken by an employee, the employee must return to full duty, retire, or be dismissed.

If a policeman or fireman is injured on the job and a physician certifies that this injury prevents the performance of the assigned duties and this condition will last more than two weeks; then that policeman or fireman shall be placed on extended sick leave/injury leave.

This status will allow the policeman or fireman to leave their home and move freely within the community restricted only by the restrictions certified by the treating physician. It shall be the duty of the injured employee to obtain the certification of his/her treating physician of the injury and the restrictions.

C. ILLNESS IN IMMEDIATE FAMILY:

Each employee of the classified service shall have "leave of absence with pay" up to four (4) days for serious illness in the immediate family. The employee is required to submit a doctor's certificate indicating the illness or condition which justified his absence. (Immediate family means mother, father, spouse, and children.)

Additional leave may be granted or charged against annual leave.

If any employee of the classified service has illness in his immediate family and cannot report for duty, it is his responsibility to notify his supervisor or the person designated by the chief of the department not later than two (2) hours before he is scheduled to report to duty.

D. DEATH IN FAMILY:

Each employee of the classified service shall be granted "leave of absence with pay" up to four (4) days because of death in the immediate

family.

In the case of death of a sister, brother, grandchild, aunt, uncle, nephew, niece, cousin, grandparent, or in-law, one (1) day "leave of absence with pay" may be granted.

If an employee of the classified service has a death in his family and cannot report for duty, it is his responsibility to notify his supervisor or the person designated by the chief of the department not later than two (2) hours before he is scheduled to report for duty.

E. EXAMINATIONS:

Each employee of the classified service will be granted "leave of absence with pay" to take any Municipal Fire and Police Civil Service examination.

Provisional employees are granted "leave of absence with pay" to take a Municipal Fire and Police Civil Service examination for the class that they hold provisionally.

F. JURY DUTY:

Absence because of jury duty is "leave of absence with pay." However, the jury notice must be presented to the chief of the department or the person designated by the chief to receive such notice at least five (5) days in advance of such jury duty. In addition, the employee will be required to turn over to the city all jury fees that he receives.

G. COURT ATTENDANCE:

Attendance in court on departmental business is with pay provided that the attendance is ordered by subpoena or other court order. Should any employee of the classified service be required to be in attendance in court on his off time such time shall be considered as time worked or on duty.

Attendance in court on personal business may be charged annual leave or "leave of absence without pay."

Each member of the classified service must present to the chief of the department or the person designated by him any such notice to

appear in court at least five (5) days in advance of such court attendance.

H. MILITARY LEAVE WITH PAY:

Members of the classified service who are members of the National Guard or one of the Armed Forces reserve units are entitled to a maximum of fifteen (15) calendar days annually for ordered duty. Classification of leave of absence for the forementioned will be "leave of absence with pay."

Each member of the classified service shall give such notice of ordered duty at least thirty (30) days in advance to the chief of the department and this board if known by him. Should the employee be called out on an emergency basis, he should contact his supervisor, the chief of the department, or the person designated by him to receive such notice.

I. MILITARY LEAVE WITHOUT PAY:

Any member of the classified service called into the Armed Forces will be allowed to take whatever annual leave to which he is entitled.

Provisional employees will not be granted a military leave of absence. They shall be required to resign or be dropped from the service.

Any member of the classified service who is a member of the National Guard or in the reserves of the Armed Forces, upon being ordered to active duty, shall be given any leave due the employee in section H. Should the employee have used all leave entitled to in section H, he shall be granted military leave without pay.

J. EDUCATIONAL LEAVE:

Any member of the classified service who is sent to school or training classes by the department or the city shall be granted "leave of absence with pay."

K. ANNUAL LEAVE --- FIRE:

Each employee of the classified service, after having served one year, shall be entitled to an annual leave in the amount of nine (9) shifts which is eighteen (18) days with full pay. These

vacation days shall increase one (1) day for each year of service over ten (10) years, to a maximum of thirty (30) days. For the purpose of this section, all annual leave shall be taken commencing at either 6:00 a.m., or 6:00 p.m. A calendar day shall be defined for all types of leave or absence for Fire Department personnel as that 12 hour period from 6:00 a.m. to 6:00 p.m., or from 6:00 p.m. until 6:00 a.m. the following day.

The Fire Chief after twenty-one years of service shall have a maximum of forty-five (45) days of annual leave per year with full pay.

YEARS OF SERVICE	SHIFTS	HOURS	YEARS OF SERVICE	SHIFTS	HOURS
01	09	00	12	10	12
02	09	00	13	11	00
03	09	00	14	11	12
04	09	00	15	12	00
05	09	00	16	12	12
06	09	00	17	13	00
07	09	00	18	13	12
08	09	00	19	14	00
09	09	00	20	14	12
10	09	12	21	15	00
11	10	00			

ANNUAL LEAVE --- POLICE:

Each employee of the classified service, after having served one (1) year shall be entitled to an annual vacation of 15 days.

15 days per year to the end of the third (3rd) year.

15 days per year from fourth (4th) year through tenth (10th) year.

24 days per year, eleventh (11th) year and over.

The words "vacation days" refers to work days.

A work day in the police department is to be considered as 8 hours.

Each employee of the classified service who has not served one (1) year with and who is separated from the service shall be entitled to and given with full pay one and one-quarters (1) days for each month worked.

- L. Any classified employee who fails to report for duty for three (3) consecutive work days without authorization, the employee is considered to have passively resigned his employment.

M. Family Medical Leave

Each full-time employee of the classified service after having served one (1) year, shall be entitled up to twelve (12) weeks of unpaid leave, without credit for departmental seniority when appropriate documentation is supplied to the Appointing Authority for those reasons provided by Public Law 103-3 (Family and Medical Leave Act of 1993).

An employee will be required to first exhaust any or all compensatory time and any or all accumulated leave time before being granted unpaid leave without seniority.

N. Leave for Specialized Disaster Service Volunteer

1. Any employee who is a trained disaster volunteer of the American Red Cross may be granted leave from his regular work assignments, with pay, and without loss of seniority, annual leave, sick leave, or earned overtime or compensatory time accumulation, for any period not to exceed fifteen (15) work days in any twelve (12) month period, to participate in specialized disaster relief services for disasters designated at Level III or above in the American Red Cross Regulations and Procedures.
2. Leave may be granted upon written request of the employee to the appointing authority which shall include certification of the employee as a trained American Red Cross disaster volunteer, the nature and location of the disaster, anticipated duration of the

leave, nature of services required, certification by an official of the American Red Cross that the employee's services are needed, and the identity and title of the official of the American Red Cross to whom the employee is to report.

SECTION 2: HOLIDAYS - FIRE AND POLICE

Each member of the classified service will be granted "leave of absence with pay" on the following legal holidays:

- (a) New Year's Day
- (b) Mardi Gras Day
- (c) Independence Day
- (d) Labor Day
- (e) Thanksgiving Day
- (f) Christmas Day
- (g) National Memorial Day
- (h) Good Friday
- (i) All Saint's Day
- (j) Martin Luther King Day
- (k) Veterans Day
- (l) Day After New Year's Day or New Year's Eve
- (m) Day After Christmas or Christmas Eve
- (n) Day After Thanksgiving
- (o) President's Day

"The City Council of Abbeville will have the discretion to exchange the holidays designated as Day After Christmas and New Year's Holidays for Christmas Eve and New Year's Eve."

Should a member of the classified service's work assignment be such that he is scheduled to work on a legal holiday as set by this board, he will be paid an additional compensation of one times his usual salary. However, governing authorities may grant compensatory time off in lieu of additional compensation. Annual leave shall not be chargeable for these legal holidays.

SECTION 3: MATERNITY LEAVE

Maternity leave shall be treated as any other disability leave.

SECTION 4: SENIORITY - SPECIAL LEAVE

Each member of the classified service may apply to the

Chief of the Department for personal time off, when such time off will not exceed two (2) days in any calendar year and when the employee has no annual leave. This leave is classified as "leave of absence without pay."

Special leave without pay up to thirty (30) calendar days in any calendar year may be granted by the appointing authority. Any subsequent special leave, with or without pay, exceeding thirty (30) days in a calendar year must first be approved by the civil service board and if approval is granted, the board will determine, at that time, if departmental seniority is to be interrupted or continued.

Any member of the classified service taking personal time off without applying for same shall be considered as "absent without leave or pay."

AB	02-06-69	12-01-92
REV	06-06-77	01-19-93
	02-18-81	02-08-94
	07-09-81	08-29-95
	03-25-86	01-09-96
	05-05-88	02-22-96
	08-09-89	01-23-97
	09-22-92	06-20-00
		04-08-02
		07-24-07
		12-21-07